



WASHOE COUNTY

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CM/ACM _____
Comptroller _____
DA N/A
Risk Mgmt N/A
HR N/A

STAFF REPORT

BOARD MEETING DATE: NOVEMBER 10, 2015

DATE: Wednesday, October 21, 2015
TO: Board of County Commissioners
FROM: Michael L Sullens, Purchasing and Contracts Manager
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THROUGH: Joey Orduna Hastings, Assistant County Manager
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SUBJECT: Acknowledge status report on agreement with It's My Community Store for Office Supplies and Office Consumables and provide direction to staff regarding initiation of the first of two optional one year renewals of the agreement from November 17, 2015 to November 16, 2016. [\$475,000 estimate] (All Commission Districts)

SUMMARY

Acknowledge status report on agreement with It's My Community Store for Office Supplies and Office Consumables and provide direction to staff regarding initiation of the first of two optional one year renewals of the agreement from November 17, 2015 to November 16, 2016.

Strategic Objective supported by this item: Proactive economic development and diversification.

PREVIOUS BOARD ACTION

On November 12, 2014, the Chairman of the Washoe County Commission signed an agreement with It's My Community Store to provide office supplies and office consumables for a term of one year with the County retaining the option for two, one year renewals.

On October 14, 2014, the Board awarded Washoe County RFP #2901-14 for Office Supplies and Office Consumables to It's My Community Store for a one year period.

On November 8, 2011, the Board approved the retention of OfficeMax, Inc., utilizing the joinder provision of the Oakland County, Michigan (America Saves Program) on an interim basis, and authorized the Purchasing Office to solicit new bids or enter into a new joinder agreement.

On April 27, 2010, the Board approved extending the joinder with Oakland County, Michigan Contract 001260 (America Saves), for Office Supplies and Copy Paper through May 31, 2011 and any period of extensions.

AGENDA ITEM # 14

On October 10, 2006, the Board approved utilization of the OfficeMax Contact with Oakland County, Michigan Contract B0286538 (America Saves) and State of Nevada Bid 7155, which included My Office Products and OfficeMax for a period of three years, 10/6/2006 through 10/6/2009, Board of County Commissioners approval #06-1117.

STATUS REPORT

The agreement with It’s My Community Store as approved by the Board on October 14, 2014 and executed on November 17, 2014 provided that It’s My Community Store would be the primary office supply and office consumable contractor for Washoe County for a one year period with the option for two, one year renewals. The one year initial term will soon expire and it is intended that this status report provide an update on the office supply agreement and provide the Board the opportunity to consider the first of two optional one year renewal periods with It’s My Community Store (IMCS).

Office supply products and services provided to date by IMCS have been satisfactory and year to date charitable donations continue to accrue at an average rate of 4.5% of sales. According to IMCS, the charitable donation rate is lower than their company average because the County’s copy paper purchases are heavy in relation to other product categories. Contract year to date charitable donation accruals are \$5,239.90. Charitable donations are paid quarterly by the end of the following quarter. NV Legal Services, a non-profit agency that provides legal services for seniors has been designated as the recipient of the charitable donations from IMCS.

PROGRESS OF AGREEMENT SINCE INCEPTION

The chart below shows total office supply sales volume with both It’s My Community Store and OfficeMax on a monthly basis since contract inception on November 17, 2014. It also shows the percentage of total office supply sales attributable to IMCS and to OfficeMax, the County’s previous contracted supplier. Since July 1, 2015, IMCS is receiving approximately 66% of the County’s office supply business demonstrating that over the course of the first year of the agreement they have become the County’s primary office supply vendor.

	IMCS	% of Tot	OfficeMax	% of Tot	Total Sales
November, 2014	\$5,567	50%	\$5,546	50%	\$11,113
December, 2014	\$18,038	40%	\$27,218	60%	\$45,256
January, 2015	\$16,820	36%	\$29,408	64%	\$46,228
February, 2015	\$21,360	48%	\$23,520	52%	\$44,880
March, 2015	\$22,428	58%	\$16,519	42%	\$38,947
April, 2015	\$26,687	52%	\$24,647	48%	\$51,334
May, 2015	\$12,949	43%	\$16,871	57%	\$29,820
June, 2015	\$19,454	41%	\$27,433	59%	\$46,887
July, 2015	\$39,356	63%	\$22,728	37%	\$62,084
August, 2015	\$29,031	65%	\$15,787	35%	\$44,818
September, 2015	\$28,524	67%	\$13,947	33%	\$42,471
Oct 1 – 14th, 2015	\$7,542	66%	\$3,811	34%	\$11,353
YTD Totals	\$247,756	52%	\$227,435	48%	\$475,191

The following chart shows office supply sales by department from November 17, 2014 to October 14, 2015. The chart compares sales volume from It's My Community Store and the County's former primary office supply contractor OfficeMax. No other office supply vendors are being utilized by Washoe County to any appreciable amount.

Breakdown by Department	It's My Community Store	OfficeMax
Alternate Public Defender	\$ 7,328.00	\$ -
Alternative Sentencing	\$ 4132.00	\$ -
Animal Services	\$ 2,210.00	\$ 1,788.00
Assessor	\$ 5,526.00	\$ 1,888.00
Clerk	\$ 1,113.00	\$ 866.00
Comptroller	\$ 18,758.00	\$ 541.00
Coroner	\$ 5,476.00	\$ 209.00
CSD	\$ 16,489.00	\$ 12,905.00
District Attorney	\$ 75.00	\$ 46,700.00
District Court	\$ 23,578.00	\$ 30,585.16
Health	\$ 11,804.00	\$ 13,976.00
Human Resources	\$ 3,168.00	\$ 5,026.00
Incline Justice	\$ 1,951.00	\$ -
Juvenile Services	\$ 10,180.00	\$ 2,413.00
Library	\$ 7,560.00	\$ 7,922.00
Manager's (incl. Emerg. Mgmt)	\$ 5,709.00	\$ 3,538.00
Public Administrator	\$ 3,241.00	\$ 620.00
Public Defender	\$ 2,163.00	\$ 14,341.00
Public Guardian	\$ 3,016.00	\$ -
Recorder	\$ 176.00	\$ 8,961.00
Reno Justice	\$ 9,214.00	\$ -
Senior Services	\$ 672.00	\$ 2,440.00
Sheriff	\$ 23,919.00	\$ 63,041.36
Social Services	\$ 54,187.00	\$ 2,721.00
Sparks Justice	\$ 4,224.00	\$ 104.85
Technology Services	\$ 5,373.00	\$ 444.00
TMFPD	\$ 7,321.02	\$ 6,332.46
Treasurer	\$ 4,419.00	\$ 3,041.00
Voter Registration	\$ 4,489.00	\$ -
Wadsworth Justice	\$ 285.00	\$ -

RECOMMENDATION:

It is recommended that the Board acknowledge the status report on the agreement for Office Supplies and Office Consumables with It's My Community Store and provide direction to staff regarding initiation of the first of two optional one year renewals of the agreement from November 17, 2015 to November 16, 2016.

MOTION:

Move to acknowledge the status report on the agreement for Office Supplies and Office Consumables to It's My Community Store and provide direction to staff regarding initiation of the first of two optional one year renewals of the agreement from November 17, 2015 to November 16, 2016.